



## How You Were Selected

You may wonder how you were chosen for jury service. First, your name was randomly selected from the list of registered voters for the Western District of Virginia. Next, you completed a qualification questionnaire, from which we determined that you were qualified to serve as a juror. And now, you have been randomly selected from a pool of qualified jurors.



## Return the Juror Information Form

Your juror packet includes a juror information form and a pre-addressed, postage paid, return envelope. Please complete **ALL** questions on the juror information form, sign the form, provide dates you will not be available, and return them in the enclosed envelope within **ten (10)** days of receipt or complete the information on-line. See insert. **Important:** Please verify that all information is clear and complete. Telephone numbers are required.



## When Do I Report?

The beginning date refers to the **first day of your term of service**. When your appearance is necessary, you will receive a Notice for Jurors to Report indicating a specific time, date to appear, and length of the session. The Notice for Jury Service and a map with directions to the Courthouse will be mailed approximately two to three weeks prior to the date of service.

If you are sent a Notice for Jurors to Report on a specific date, you **must** call our toll-free number (1-866-470-6760) after 6:00 p.m. the evening before you are to appear to determine whether or not you are to appear for jury service.

**Reminder:** Jurors who work at night must not work the night before reporting, because they may spend the entire day on jury duty. When you call the automated phone system for updated reporting instructions or to obtain the status of your jury service, please have your nine-digit participant number (located below your name and address on the summons and on your Notice for Jury Service).

If you fail to call, and the grand jury session has been cancelled, and you appear, you will **not** be paid.



## Attendance Obligations

You should be aware that under Title 28, United States Code, Section 1866(g), a person who has been summoned for jury service and fails to report can be fined up to \$1000, required to serve community service, and/or imprisoned for up to three days.



## Grounds for Requesting Excuse

Upon individual **written** request, persons in the following groups or occupational classes may be excused from jury service:

- Over 70 years of age.
- A person who has served as a grand or petit juror within the last two years in a Federal Court.
- A person having active care and custody of a child or children under 10 years of age whose health and/or safety would be jeopardized by any absence for jury service; or a person who is essential to the care of an aged or infirm person(s).
- A person whose services are so essential to the operation of a business, commercial, or agricultural enterprise that it must close or cease to function if such person is required to serve as a juror.
- A person who is a full-time attorney, full-time physician, full-time dentist, full-time registered nurse, or full-time member of the clergy or religious order.
- Volunteer safety personnel. (Volunteer safety personnel means individuals serving a public agency in an official capacity, without compensation, such as firefighters or members of a rescue squad or ambulance crew).

**If one of the above categories applies to you and you wish to be excused for that reason, please submit your request in writing and return it with the juror information form or visit [www.uscourts.gov](http://www.uscourts.gov) and submit your request on-line.**



## Excuses/Deferments

Only legitimate hardship requests will be granted. If you have a compelling reason to request to be excused from jury service, you must notify the jury office *in writing* or visit: [www.vawd.uscourts.gov](http://www.vawd.uscourts.gov) and submit your request online.

**ALL** requests to be excused or deferred must be submitted by the **individual summoned**. (**Requests by employers are not sufficient**).

All requests to be excused because of a medical reason must have a doctor's statement attached.

**To find out if your excuse or deferment has been granted, call our automated telephone system at: 1-866-470-6760 and enter your nine-digit juror number. This number is located below the name and address on the summons.**

**Please allow court personnel 7 to 10 business days to process your request for an excuse before you call. You will not receive a written response in the mail.**



## Are There Restrictions?

**All** persons entering the Courthouse are required to proceed through a security checkpoint and have bags, purses, packages, etc., examined through an x-ray machine. Please have photo identification available.

## THE FOLLOWING ITEMS ARE PROHIBITED:

Cell phones, cameras, laptop computers, magazines, books, newspapers, pocket knives, scissors, or any recording or electronic devices. You will be asked to return these items to your car.

## ?? What to Wear?

Jurors play an extremely important role in the very serious process of our system of justice. You are expected to conduct yourself with reserve and courtesy, and when appearing at the courthouse, please dress appropriately to preserve the dignity of the court. Dress shirt, pants, pantsuits, skirts and dresses are suitable. Please note: Casual attire, T-shirts, shorts, jeans, or tank tops, are not appropriate. For your comfort, you may wish to bring a sweater or jacket.

## First Day of Service

You will be greeted by a member of the Clerk's Office staff. During orientation, the Jury Clerk will be happy to answer your questions. Our goal is to make your jury service a rewarding and pleasant experience.

## Length of Service

When you are summoned to appear, you will take part in the jury orientation and selection. You will be assigned to a panel the first time you are summonsed and will remain on that panel throughout the duration of your jury service. Your panel will be called for service one to two days every other week for a period of one year. Each day's session usually begins between 9 and 10 a.m., although the specific time you are required to appear will be noted in your Notice to Report for Jury Service. Typically, you will have one hour for lunch and a short break midmorning and mid-afternoon. Sessions usually recess each day between 5 and 6 p.m. and you will be allowed to go home.

## Federal Government Employees

If you are an employee of the Federal Government, you should report this fact to the Jury Clerk. Full-time, part-time, or temporary employees of the Federal Government, excluding Postal employees, who serve as jurors in Federal Court are not entitled to an attendance fee.

If you are in a non-pay status during all or part of your period of jury service then you will be entitled to the attendance fee.

You will receive the following pay for your service as a

## Juror Pay

Federal Juror:

- **\$40.00** per day attendance fee
- **Standard mileage rate per mile** (record round-trip mileage from your residence)
- Reasonable parking fees

If you are traveling 150 miles or more **one way** to appear as a juror, you are eligible to be reimbursed a set per diem rate for an overnight stay. There are specific rules that must be followed before reimbursement is allowed. If you are eligible and would like to stay overnight, please contact the Jury Clerk to make appropriate arrangements in advance. Federal Law (28 U.S.C. § 1875) provides for the protection

## Protection of Jurors' Employment

of jurors' employment and prohibits your employer from discharging or threatening to discharge you from your employment, intimidating you, or coercing you because you may have to miss work to serve on a jury. If your employer commits any of the above acts, please notify the Jury Clerk immediately.

Prior to reporting, please check with your employer regarding their jury duty policy. Such policies are entirely discretionary with employers. Employers are not specifically obligated to continue jurors' regular pay during jury service.

For additional information, please visit our website at [www.vawd.uscourts.gov](http://www.vawd.uscourts.gov) and click on the Jury icon.

# Federal Jury Service

## WESTERN DISTRICT OF VIRGINIA



**Do not** appear unless you receive a **Notice for Jury Service** instructing you to report for jury service on a specific date, time, and length of service.

**Welcome to Federal Court!** We hope you will find your term of jury service an interesting and rewarding experience. Grand Jury Service is a keystone of our system of justice. Jury service is, therefore, the patriotic and legal duty of every American.

As a Federal Juror you will be "**on call**" for a period of one year. This does not mean that you will be required to serve for the entire time. You will be notified in advance of your required attendance for grand jury service.